



## Garda Vetting Process

- Each household member, over the age of 16, must complete a NVB1 Form.
- For children over the age of 16 and under the age of 18, a Parent Consent Form NVB3 must also be completed.
- **Please note, when applying for a minor to be Garda vetted, you must also complete the NVB3 form and put your own email address on the consent form at the end of the page.**
- **Each applicant must supply two forms of ID along with the NVBI. Please check Identity Guidelines document from JMB.**
- When documents are completed please send the hard copy of your original documentation to the Headmaster's Secretary for processing.
- The JMB will then be informed that these documents have been seen and a copy of these documents will be kept on file in the Headmaster's Office.
- Within a few days of receiving the information from Clongowes, the Gardaí invite you (by email) to complete the vetting process on line.
- When the process has been completed the Gardaí forward a copy of your Garda Clearance Certification to the school. You will then receive a copy and a copy will be held in strict confidence within the HM's Office.
- The vetting process itself can take up to two months.
- It is important to keep an eye out for the online vetting invite; sometimes it can go into spam boxes.
- Should you have any queries, you can check this process out on the following link; [https://clongowes.net/parents/useful-documents/ Garda Vetting](https://clongowes.net/parents/useful-documents/Garda_Vetting).

### FROM THE OFFICE OF HEADMASTER